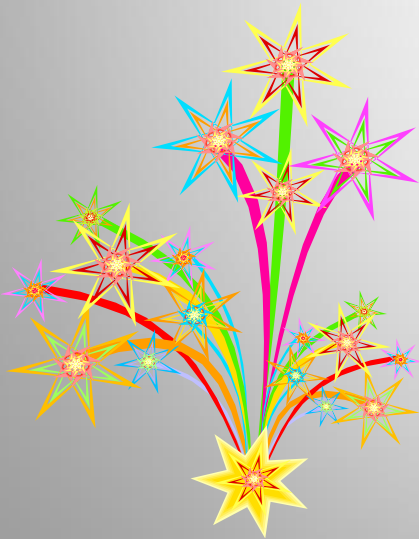


Bureau of Fire Services

Consumer Fireworks

Refund and Cancellation Request Process



Bureau of Fire Services



- This tutorial focuses specifically on the Refund Request and Cancellation request. If you have questions regarding other Fireworks issues, please refer to the other presentations on our webpage (www.michigan.gov/bfs), email us at fireworks@michigan.gov, or call 517-373-7441.
- Due to the high volume of phone calls, emailing is recommended to get a quick response.



Bureau of Fire Services



Per Fireworks Safety General Rules

R 29.2907 Refunds.

Rule 7. Refunds of 70% of the certificate application fee are permitted only under either of the following conditions:

- (a) The refund request is for an accidental duplicate payment for the same cfrs location for which payment was already made.
- (b) The refund request is due to the death of an applicant and the certificate has not been issued.



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Bureau of Fire Services



- To start the process you will log into your Fireworks Account. In the Fire Services section click on the “Create/Amend an Application/Record” link.

Home BCC Licenses BCC Permits Plan Review **Fire Services** Complaints

Create/Amend an Application/Record Search Applications

Records

Showing 1-10 of 68 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

| <input type="checkbox"/> | Date | Record Number | Record Type | Description | Project Name | Expiration Date | Status |
|--------------------------|------|---------------|-------------|-------------|--------------|-----------------|--------|
|--------------------------|------|---------------|-------------|-------------|--------------|-----------------|--------|

Bureau of Fire Services



After reading the information in “LARA Systems Use Notification” area you will have to put a check mark in the box to accept the terms.

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [Complaints](#)

[Create/Amend an Application/Record](#) [Search Applications](#)

Online Application

Welcome to LARA's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

LARA Systems Use Notification

The Michigan Department of Licensing and Regulatory Affairs(LARA) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform

☐ I have read and accepted the above terms.

[Continue Application »](#)



Bureau of Fire Services



- This screen you will select the Record Type.
- First click on “Refund Request Form”
- Click “Continue Application” to advance to the next screen.

Select a Record Type

Choose one of the following available record types. For assistance



Search

- ▶ Add Facility to My Records Storage Tanks
- ▶ Aboveground Storage Tanks
- ▶ Underground Storage Tanks
- ▶ Storage Tank Amendments
- ▶ Release Report Underground Storage Tanks
- ▼ Fireworks Consumer
 - ☐ Consumer Certificate - Notice of Cancellation
 - ☒ Consumer Certificate - Refund Request Form
 - ☐ Consumer Certificate - Transfer of Location
 - ☐ Consumer Certificate - Transfer of Ownership
 - ☐ Consumer Fireworks Certificate Permanent Structure
 - ☐ Consumer Fireworks Certificate Temporary Structure



Bureau of Fire Services



Consumer Certificate - Refund Request Form

1 Step 1

2 Step 2

3 Review

Step 1: Step 1 > Page 1

Refund Request

REFUND REQUEST INFORMATION

* Certificate # (limit 1 per form):

* Reason for Request :

? --Select-- ▼

Refund Mailing Address (if different than retail sales address). Include street address, city, state, and zip. :

On this screen you will indicate the Certificate number of the refund you are requesting, the reason for the request and the mailing address.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services



Consumer Certificate - Refund Request Form

1 Step 1

2 Step 2

3 Review

Step 2: Step 2 > Page 1

Retail Sales Location Name

* Facility/Project Name:

Retail Sales Location

* Street No.:

* Street Name:

Street Type:

--Select--



* City:

* State:

--Select--



* Zip:

County:

Township:

This page you will enter the information for the certificate you are requesting the refund from.

Bureau of Fire Services



Step 3 : Review

[Continue Application »](#)[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Consumer Certificate - Refund Request Form

Refund Request

REFUND REQUEST INFORMATION

Certificate # (limit 1 per form):

2016-CP00053

[Edit](#)

Reason for Request :

Duplicate Payment

Refund Mailing Address (if different than retail sales address).
Include street address, city, state, and zip. :

Retail Sales Location Name

[Edit](#)

Facility/Project Name: Retest refund

Retail Sales Location

[Edit](#)

1502 WATER ST
City of Eaton Rapids
Eaton Rapids Eaton MI 48827

Certificate Holder

[Edit](#)

Organization
No name entry allowed
802, BROOK
Eaton Rapids, MI, 48827

Phone: 5173737441

Fax: 5173737447

E-mail: fireworks@michigan.gov



CUSTOMER DRIVEN. BUSINESS MINDED.

Now you
will review
all of the
information
you
submitted
and make
any edits
needed.

Bureau of Fire Services



After the application is processed you will receive an email to indicate whether or not it has been approved for payment.

Any questions you have at that time you can address via email to fireworks@Michigan.gov , main phone line at BFS 517-241-8847 or the Fireworks Line 517-373-7441.

We will now move on to the Cancellation Request.



Bureau of Fire Services



Someone might want to Cancel a Certificate for multiple reasons. You are able to do this at any point. Any Certificate issued will be “Active” until it expires or is cancelled.

Starting at the “Select a Record Type” page you will click on the Notice of Cancellation.

▼ Fireworks Consumer

- ☒ Consumer Certificate - Notice of Cancellation
- ☐ Consumer Certificate - Refund Request Form
- ☐ Consumer Certificate - Transfer of Location
- ☐ Consumer Certificate - Transfer of Ownership
- ☐ Consumer Fireworks Certificate Permanent Structure
- ☐ Consumer Fireworks Certificate Temporary Structure

Bureau of Fire Services



First Step is to enter the Certificate number for cancellation. Also you will include the reason for the request.

Step 1: Step 1 > Page 1

The cancellation request will **NOT** be processed if Fire Safety Fees and Sales reports are not current. Cancellation notices will not become effective until the first day of the next month after they are received

Once the cancellation notice has been approved and processed you will receive a notification via email and no further sales reports will be required for that Certificate. If the cancellation is not approved and processed you will be notified.

* indicates a required field.

Cancellation Information

CANCELLATION INFORMATION

Please complete all fields. You must submit one cancellation notice for each certificate to be cancelled. Upon submission of the form and approval by the Bureau of Fire Services, your certificate will be considered NULL and VOID and you will not be permitted to sell fireworks under that fireworks certificate number.

* Certificate # (limit 1 per form):

2016-CP00053

Reason for cancellation:

No Sales for the remaini▼

Continue Application »

Save and resume later



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services



Step 2 : Step 2 > Page 1

Retail Sales Location Name

* Facility/Project Name:

Retail Sales Location

* Street No.:

* Street Name:

Street Type:

* City:

* State:

* Zip:

County:

Township:

Search

Clear

Certificate Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New Contact

Look Up

Continue Application »

- Next you enter the Retail Sales information and identify the contact for this certificate.

Bureau of Fire Services



Consumer Certificate - Notice of Cancellation

| | | | |
|----------|----------|----------|-------------------|
| 1 Step 1 | 2 Step 2 | 3 Review | 4 Record Issuance |
|----------|----------|----------|-------------------|

Step 3 : Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Consumer Certificate - Notice of Cancellation

Cancellation Information

CANCELLATION INFORMATION [Edit](#)

Certificate # (limit 1 per form): 2016-CP00053

Reason for cancellation: No Sales for the remaining life of the Certificate

Retail Sales Location Name [Edit](#)

Facility/Project Name: Testing cancellation

Retail Sales Location [Edit](#)

1502 WATER ST
City of Eaton Rapids
Eaton Rapids Eaton MI 48827

Certificate Holder [Edit](#)

Organization: No name entry allowed
802. BROOK
Eaton Rapids, MI, 48827

Phone: 5173737441
Fax: 5173737447
E-mail: fireworks@michigan.gov

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification. Date:

Step 3 allows you to review the information and edit anything that you need to change. After checking the box at the bottom you will “Continue the Application”.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services



Home BCC Licenses BCC Permits Plan Review **Fire Services** Complaints

Create/Amend an Application/Record Search Applications

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your submittal has been successfully received.

Your application will be reviewed. Please check your account for updates regarding the status of this application and for any additional actions required from you to move forward with the plan review process by Searching Applications and selecting this record number.

Once your application is approved you will be notified by the department.

If you selected to pay by paper check, please print the Summary-Invoice page and mail a copy with your check. See invoice for mailing information.

1502 WATER ST, Eaton Rapids MI 48827

2016-CC00006

- Now you will get confirmation that the application has been submitted and will be given a Record number for reference. Once the Certificate has been cancelled you will get an email confirmation.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services



- Once the Cancellation request has been submitted it will be processed. From the time that the Cancellation goes into effect you will no longer be required to submit the monthly Sales Report and Safety Fees. But you will be responsible for the time period prior to the cancellation.
- You will get an email notice regarding the processing of your Cancellation.

Bureau of Fire Services



- If you have any questions, please email fireworks@michigan.gov or call 517-373-7441. Please be aware that during fireworks season, we receive many calls and therefore emailing is the most efficient means of communication. Our goal is to return phone calls within 24 hours.

